

## Job Description

### Job title

**New Life on the Old West Natural Heritage & Communities Officer**

### Overall purpose of the job

To work with partners, communities and landowners to ensure the successful delivery of the NLOW project by co-ordinating habitat improvements, ensuring robust monitoring of results, disseminating information and creating opportunities for local people to learn about and connect with the diverse Fenland natural landscape.

### Main tasks

1. Work with key partners, community groups and landowners to deliver natural heritage connectivity across the landscape, improving habitats, monitoring species and supporting the strengthening of ecological networks.
2. Work with local communities to coordinate, facilitate and promote a programme of public events to give opportunities for local people to learn about and connect with their local natural heritage.
3. Recruit, train, support and manage NLOW Nature Volunteers for a range of citizen science, habitat enhancement, and ecological monitoring activities. Organise and lead wildlife recording days and ecological survey training alongside specialist partners.
4. Work alongside a range of consultants to support the delivery of the New Life on the Old West project. This will include consultants to support project marketing & promotion, monitoring & evaluation, community events and professional ecological surveying.
5. Actively promote and market the project and its activities, using the NLOW website, social media, videos, photography, radio, presentations, attendance at community events, and production of marketing literature.
6. Oversee the robust monitoring and evaluation of the impact of the habitat improvement work on key fenland species, facilitating learning opportunities between all partners and communities, tracking successes and communicating findings, and encouraging and coordinating all legacy development activities.
7. Undertake the administration of the project, organising and administering steering group meetings, keeping accurate and ordered project records, reporting to partners on progress, collecting progress reports from partners, dealing with financial claims and reporting to funders on project progress and expenditure.

### Safeguarding commitment

We are committed to safeguarding and promoting the welfare of children and young people and/or vulnerable adults. We require you to understand and demonstrate this commitment.

## Person Specification

### Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job:

Qualification required	Subject	Essential / Desirable
Level 6 qualifications including degree with honours or ordinary degree without honours, Level 6 NVQ, Level 6 Diploma or Certificate, Degree Apprenticeship or equivalent experience in a relevant field.	Particular areas that might be applicable include conservation, countryside management, heritage management and/or community outreach work.	Essential

Minimum levels of knowledge, skills and experience required for this job:

Identify	Describe	Essential / Desirable
<b>Knowledge and experience</b>		
Policies and practices	Knowledge and understanding of policies and practices relating to conservation and natural heritage.	Essential
	Knowledge and understanding of what the New Life on the Old West project is trying to achieve.	Essential
Multi-agency partnership working and relationship management	Knowledge of best practices involved in partnership working to achieve successful outcomes.	Essential
Project management	Knowledge of project management techniques to deliver projects to time and budget.	Desirable

<b>Identify</b>	<b>Describe</b>	<b>Essential / Desirable</b>
	Experience of managing and administering complex programmes of work involving multiple partners.	Desirable
	Experience of putting in place best practice measures in respect of health & safety,	Desirable
Data and information gathering	Knowledge of how to collect qualitative and quantitative data.	Desirable
Marketing and promotions using digital communications	Knowledge of digital marketing and the different approaches to customer engagement.	Desirable
	Experience of managing social media channels.	Essential
	Experience of organising online and in-person events.	Essential
	Experience of writing blogs and other online content to promote your work and that of the organisation.	Essential
Working with communities	Experience of working with local councils, community groups and volunteers to support community-led actions and to help them achieve their goals.	Essential
	Experience of designing, delivering and evaluating training for staff and/or volunteers.	Essential
	Experience of developing and running networks of people and community members, both online and in-person.	Desirable
Equality, diversity and inclusion	Demonstrate an awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential
Safeguarding	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and wellbeing of children and young people/adults (as applicable to the role).	Essential
<b>Skills and personal qualities</b>		

<b>Identify</b>	<b>Describe</b>	<b>Essential / Desirable</b>
Data analysis	Ability to analyse and interpret complex data for a range of audiences.	Essential
Communication	The ability to be able to supply written information to support the collation of presentations, reports, and other written documentation.	Essential
	Proven verbal communication and relationship management skills.	Essential
	The ability to initiate, develop and manage complex partner, community and stakeholder relationships.	Essential
	Ability to support the delivery of group work or training when necessary as well as facilitate local engagement activities.	Essential
	Political astuteness and sensitivity, communicating with diplomacy and tact.	Essential
Administration	Ability to use Microsoft Office applications such as Outlook, Word, Excel and PowerPoint and to undertake web-based research.	Essential
	Ability to use Microsoft Teams for work collaboration.	Essential
	Ability (or willingness to learn) to use HubSpot for online record keeping.	Essential
Self-management	Proven ability to prioritise, plan and manage deadlines.	Essential
	Ability to maintain attention to detail even when working under pressure.	Essential
	Ability to keep own personnel records and timesheets updated using the systems supplied.	Essential
	Willingness to participate in training and acquire new skills, being able to develop the role as the work progresses.	Essential

Identify	Describe	Essential / Desirable
	Ability to travel around the county to attend meetings and events, including some evening and weekend work.	Essential
	Ability to use own initiative and to be proactive.	Essential
	Strong collaboration and influencing skills and the ability to advocate for the organisation's priorities and work as a multi-agency team.	Essential

#### Disclosure level

What disclosure level is required for this post?	<input checked="" type="checkbox"/>	None	<input type="checkbox"/>	Standard
	<input type="checkbox"/>	Enhanced	<input type="checkbox"/>	Enhanced with barred list checks

#### Other key information about this job

Who the role reports to:	Head of Business Services
Working hours:	21 hours per week, which may include some evening or weekend work. Cambridgeshire ACRE operates a flexible working system.
Office base:	Homeworking: office accommodation can be provided if required.
Organisation job type:	Officer
Salary:	In the range of SCP 15 – 23 on the NJC payscale (currently £17,837 - £20,401 per annum for a 21 hour week) plus contributory pension scheme and travel expenses.
Annual leave:	25 days per annum plus public bank holidays, pro rata for part-time employees
Contract type:	Fixed term to 30-Sep-2025
Staff to be directly managed:	None